

UNIVERSITY OF CALIFORNIA, LOS ANGELES

On Campus Housing Council Constitution

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On Campus Housing Council

Constitution

ARTICLE I Name, Purpose, & Membership

- Section 1 The name of this organization shall be the University of California, Los Angeles On Campus Housing Council, and shall hereafter be referred to as “OCHC” or “the Council.”
- Section 2 **Purpose**
- 2.1 To support the mission of the Office of Residential Life (ORL): to create safe, supportive, and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth, and responsible citizenship.
 - 2.2 To serve as the representative body of the residence hall students (hereby referred to as “the Hill”) to the University of California, Los Angeles.
 - 2.3 To provide programs of general interest for the residents of all residence halls.
 - 2.4 To represent the student voice of the Hill in related policies, housing appeals, and budgets.
- Section 3 **Membership**
- 3.1 The voting members of the Council shall be comprised of Representatives from every Residential Building Association.
 - 3.2 The non-voting members of the Council shall be comprised of the Executive Board and at least one Advisor.

ARTICLE II *Procedures*

- Section 1 **Meetings**
- 1.1 The first regular meeting of the Council for each quarter shall be held by the first week of undergraduate instruction (week one) as designated in the official University calendar. Thereafter, the Council shall meet regularly at the time and place chosen by its assembled members.
 - 1.2 Special sessions of the Council may be called by the President or by petition of a simple majority of the Council. Every member must be notified of the special session by a minimum of twenty-four (24) hours in advance.
 - 1.3 Each Representative shall attend OCHC, Policy Review Board (hereby referred to as “PRB”), and all other meetings deemed necessary, or send a proxy from their Residence Hall. In the event of continued absences at meetings, consequences will be determined by the Council.
- Section 2 **Legislative Powers**
- 2.1 The President shall preside over all OCHC and PRB meetings.
 - 2.2 In such circumstances that a vote of the Representatives is tied, the President must cast the tie-breaking vote in the best interest of the Hill as a whole, and without personal or association bias.
 - 2.3 A quorum of fifty percent of the Representatives must be present to conduct business at any meeting.
 - 2.4 A simple majority of Representatives present, unless otherwise stated in this Constitution, shall pass all motions and resolutions.
 - 2.5 A budget for the fiscal year shall be presented by Finance at the second regular meeting and must be considered at all subsequent regular meetings until a budget is adopted by the Council. Budgets must be approved by a two-thirds majority of the Representatives in order to be adopted.
 - 2.6 The Council shall establish a series of bylaws to govern Council procedures not explicitly expressed in this Constitution. Once approved, the bylaws shall remain in force unless repealed by or replaced with another series of bylaws.

- 2.7 The Representatives shall have the power to remove holders of appointed offices by a two-thirds vote.
- 2.8 By the end of the Spring Quarter, the current Council and incoming Representatives shall appoint the Executive Board for the upcoming term.

Section 3 Finances

- 3.1 The Executive Director of Finances shall prepare an initial written budget by the second week of Fall Quarter, to be submitted to the Council for approval.
- 3.2 Disbursements
 - All disbursements must be approved by the Council.
 - Moneys shall be disbursed using procedures established by the Executive Director of Finances for expenditures conforming to utilization outlined in the budget or otherwise approved by the Council.
 - All disbursements must be signed by the Executive Director of Finances and an Advisor.

ARTICLE III Executive Board

Section 1 Appointment

- 1.1 The Executive Board (hereby referred to as the “E-Board”) shall be appointed by the current serving Council and incoming Representatives for the following term.
- 1.2 Upon application, E-Board members must: have resided in an On Campus Housing residence hall for at least two (2) academic quarters, and maintain a cumulative GPA of 2.30.

Section 2 Membership

- 2.1 The E-Boards shall consist of the President, Internal Vice President, External Vice President, Finance Director, three Programming Directors, and two Communications Directors.
- 2.2 Executive Board members must be a current resident of an On Campus Housing residence hall.
- 2.3 Executive Board members must be in good disciplinary standing with the University and the Office of Residential Life.

Section 3 General Duties of the Executive Board

- 3.1 Each shall hold office for one (1) year, from the end of Spring Quarter until the end of the following Spring Quarter.
- 3.2 Each shall shadow the respective current position for three weeks in Spring Quarter as a transitional period.
- 3.3 Each shall attend the National Association of College and University Residence Halls (hereby referred to as “NACURH”) in the Spring quarter preceding their term.
- 3.4 Each shall attend weekly Council meetings to give reports and updates.
- 3.5 Each shall write a transitional report at the end of term for the succeeding members.
- 3.6 Each shall hold no less than five (5) office hours per week, excluding week 10 and finals week.

Section 4 Powers and Duties of the President

- 4.1 Shall be the official representative of OCHC to the Office of Residential Life and to the Residence Halls Administration, and to the Administration of UCLA.
- 4.2 Shall preside over meetings of the Executive Board and General Council.
- 4.3 Shall hold a biweekly President’s Council meeting.
- 4.4 Shall be prepare agendas for all OCHC meetings and correspond with presenters the Council’s decision.
- 4.5 Shall be responsible for informing OCHC members and guests of meeting time and place.
- 4.6 Shall oversee the selection and appointment process for the succeeding E-Board.
- 4.7 Shall have the power to vote only in case of a tie vote in both Council and Executive Board meetings and shall have one vote.
- 4.8 Shall have the power to call emergency General Council and Executive Board meetings.
- 4.9 Shall have the right to form subcommittees for any particular need as expressed by the Council.

- Section 5 Powers and Duties of the Internal Vice President**
- 5.1 Shall be the official representative of OCHC to the Undergraduate Students Association Council (hereby referred to as “USAC”) and any other organization with which the Council is involved or a representative is requested.
 - 5.2 Shall fulfill the duties of the President as stated in Section 3 during the absence of the President.
 - 5.3 Shall coordinate the Council with campus organizations that request and are approved for programming support (example: organizing tabling shifts).
 - 5.4 Shall coordinate the USAC hill debate and endorsement hearings.
 - 5.5 Shall attend PRB meetings as deemed necessary by the Council.
 - 5.6 Shall organize team development events for the Council and Executive Board.
- Section 6 Powers and Duties of the External Vice President**
- 6.1 Shall serve as the National Communications Coordinator (NCC) at NACURH, the Pacific Affiliate of College and University Residence Halls (hereby referred to as “PACURH”), and PACURH No Frills.
 - 6.2 Shall coordinate delegations for national and regional conferences and head delegation at the conferences.
 - 6.3 Shall be responsible for all recognition and award bids submitted to the regional and national associations.
 - 6.4 Shall attend the previous NACURH before official term as National Communications Coordinator In Training (NCCIT).
 - 6.5 Shall submit reports to the Council on current NACURH and PACURH involvements.
- Section 7 Powers and Duties of the Programming Directors**
- 7.1 Shall coordinate all official OCHC events and movie nights: acquiring facilities, ordering food, event logistics, etc.
 - 7.2 Shall be the chairs of the Programming Committee.
 - 7.3 Shall write an evaluation report for each event.
- Section 8 Powers and Duties of the Communications Directors**
- 8.1 One Executive Director of Communications shall take accurate minutes of all OCHC and PRB meetings and distribute them to all OCHC members. Minutes must be distributed at least twenty-four (24) hours before the next meeting.
 - 8.2 One Executive Director of Communications shall act as the webmaster for the Council website and as such be responsible for the maintenance of said website.
 - 8.3 Shall publicize for all official OCHC events put on by the Programming Committee.
 - 8.4 Shall be responsible for creating resident awareness of OCHC through various medias (posters, table tents, pamphlets, ResTV).
 - 8.5 Shall be the chairs of the Communications Committee.
- Section 9 Powers and Duties of the Finance Director**
- 9.1 Shall present an initial written budget to be submitted to the Council by the second week of Fall quarter.
 - 9.2 Shall keep accurate records of all financial transactions and accounts maintained by OCHC.
 - 9.3 Shall conduct OCHC check writing and cashing.
 - 9.4 Shall represent the Council to all film companies and distributors for movie licensing.
 - 9.5 Shall coordinate and maintain the OCHC Movie Library and work with the Hill programmers to order films requested.
- Section 10 Impeachment and Removal from Office**
- 10.1 E-Board members can be removed from office with violation of membership qualifications.
 - 10.2 E-Board members can be impeached with a one-thirds petition submitted directly to the Presidents from the Representatives can lead to impeachment. The President shall disclose the names of the signatories of said petition to the advisors and only announce the existence of such an impeachment proposal to the Council.

- 10.3 Should the President be impeached, the petition shall be submitted directly to the Internal Vice President.
- 10.4 The President shall call a removal vote within two weeks after impeachment petition is submitted.
- 10.5 The rationale for impeachment will be presented before the Council. The person who is being impeached shall have the right to speak in his or her own behalf in these proceedings for up to ten (10) minutes, followed by an indefinite amount of time for questions and answers.
- 10.6 A two-thirds vote is required to remove a E-Board member. The impeached member shall be excused from the meeting during the vote.

Section 11 Resignation

- 11.1 If a member of the E-Board resigns, the President will announce this change and the plans for replacement.
- 11.2 A notice of resignation shall be submitted in writing to the Council no fewer than fourteen (14) days before its date of effect.

ARTICLE IV Committees

Section 1 All Representative members shall serve on either the Programming or Communications Committee.

Section 2 Programming Committee

- 2.1 Shall be chaired by the Programming Directors.
- 2.2 Shall be responsible for organizing and supporting every OCHC event.

Section 3 Communications Committee

- 3.1 Shall be chaired by the Communications Directors.
- 3.2 Shall organize and produce all necessary advertisements and publications for OCHC events.

ARTICLE V Ratifications and Amendments

Section 1 Ratification of this Constitution shall require:

- 1.1 A two-thirds vote of approval by the Representatives.
- 1.2 A vote of approval by two-thirds of the OCH student assemblies.

Section 2 Amendments to this Constitution shall require:

- 2.1 A two-thirds vote of approval by the Representatives.
- 2.2 A vote of approval by two-thirds of the OCH student assemblies.

Section 3 Operational bylaws shall require:

- 3.1 A three-fifths vote of approval by the Representatives.